



ADAT

Advance Diploma In Accounting & Taxation



Course Duration :- 12 MONTHS

Sem 1: Fundamental & Office Automation

- Operating On Computer
- Operating On Windows
- Hardware & Software
- Multimedia & E-commerce
- Ms-paint



- MS PowerPoint
- MS Excel
- MS Word
- Internet
- Project

Sem 2: Advance Office Automation

- Outlook
- MS Dos
- Adv. Excel
- MS Access



- Macros
- LookUp Table
- Pivot Table
- Adv. Filtration

Sem 3: Basic Accounting Using Tally

- Accounting Concepts
- Golden Rules
- Tally Fundamentals
- Accounting Masters
- Inventory Masters
- Unit of Measures



POWER OF SIMPLICITY

- Accounting Voucher
- Multiple Currencies
- Budget & Controls
- F-12 Configuration
- Vouchers Class
- Reports

Sem 4: Accounting Using Tally

- order processing
- Import Data
- Export Data
- Payroll
- Backup



- Goods & Service Tax
- tax Deducted Sources
- Bank Reconciliation
- Cash Flow & Fund Flow
- Print All Reports

Sem 5: Statutory & Tax Administration

- direct and indirect tax
- Income tax Act 1961
- PAN Application
- TDS Return



- Online E-Filing
- GST Act 2017
- Income Tax Return
- Return Filing Under GST